

Quick Start

A list to get started on the MiPHY

Full information is available in the User's Guide and on the MiPHY Administration website.

- **Identify** at least one District Administrator and at least one Building Administrator per participating building.
- **For New MiPHY Administrators:**
 - Confirm or obtain **MEIS Account** for each Administrator (www.michigan.gov/meis and click on MEIS logo)
 - Submit **MiPHY Security Agreement** form for each Administrator for each building (www.michigan.gov/miphy or www.michigan.gov/miphyadmin)
- District administrator **registers** district and buildings (Registration tab on the MiPHY Administration site: www.michigan.gov/miphyadmin)
- District or Building Administrator enters **student counts** to determine sample size by grade. (Sampler Tab on Survey Administration website)
- Randomly **select** students using sampling size, if applicable. (User's Guide and Guidance Tab on Survey Administration website)
- Send out the **MiPHY Parental Notification Form** (Guidance Tab on Survey Administration website)
- **Schedule** lab and survey times for students
- Obtain **daily** survey **password** (Password Tab on Survey Administration website)
- Set up computer lab according to **technical specifications** (Guidance tab in MiPHY Administration site)
- **Survey** students (www.michigan.gov/miphysurvey)
- **Track** survey progress (Survey Progress tab in MiPHY Administration site)
- Building administrator **closes building** survey by marking "complete" (Survey Progress tab in MiPHY Administration site)
- District administrator **closes district** survey by marking "complete" (Survey Progress tab in MiPHY Administration site)
- Access **reports within 3 business days** (Reports Tab on Survey Administration website)